

# Employment Opportunity Administrator



August 20<sup>th</sup>, 2021

*Highwood Emissions Management (Highwood) is an equal opportunity employer working to enable diversity in the workforce. We welcome all applicants regardless of race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We also value diversity of worldview, experience, and perspective.*

## OVERVIEW

Highwood is looking to expand its team and is currently seeking an Administrator. As Administrator, you will be responsible for **supporting a team of result-driven individuals with general administration duties**. The role will be focused on administrative tasks such as scheduling, coordination, payroll, and invoicing. The ideal candidate is detail orientated, collaborative, and organized, with a strong capacity to learn quickly, and adapt to the needs of a growing team.

## ABOUT HIGHWOOD

We are a dynamic team of leading emissions reduction experts working on cutting-edge projects. We engage with industry, government, and innovators from around the world, leveraging data, analytics, knowledge, and experience to optimize GHG emissions management. Our mission is to innovate, collaborate, and educate the path to a world with effective and affordable emissions management solutions. Highwood is a new and dynamic company with great potential and a bright future pioneering a new and exciting industry. We are looking for an ambitious team player who wants to commit to our vision and join us in our journey as we continue to grow.

## PREFERRED SKILLS

- Strong oral and written communications
- Numeracy and financial experience
- Attention to detail
- Friendly and personable
- Excellent multi-tasking skills and ability to adapt to dynamic environments
- Ability to manage time effectively with competing priorities
- Collaborative and professional team player
- Willingness to take on new tasks and likes challenge

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**PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Experience as an administrative assistant or secretary
- General accounts payable and receivable experience
- Payroll experience
- Excellent MS Office skills & experience in QuickBooks
- Previous experience supporting busy teams in result-driven environments
- At least one year experience as an administrative assistant or related job

**RESPONSIBILITIES**

In this role, some of your responsibilities will be to:

- Arrange and coordinate schedules, events, conferences
- Ensure client invoices are paid
- Perform payroll duties
- Set up new employees
- Completing expense reports
- General office tasks such as stationary ordering
- Prepare and take meeting minutes
- Establish office procedures and routines
- Manage general emails

**LOCATION**

The position will be based in Calgary, Alberta

**ADDITIONAL INFORMATION**

- Highwood will consider full time or part time employment for this position
- Compensation is commensurate with education and experience
- The successful candidate must be legally able to work in Canada

**APPLY NOW**

Please submit a single pdf including your Resume/CV and cover letter by email to [info@highwoodemissions.com](mailto:info@highwoodemissions.com). The document naming convention should follow the format: *LastName\_FirstName\_Administrator.pdf*

Only applicants selected for an interview will be contacted. Thank you for your interest.

# Team Contract



## Highwood's promise to staff and contractors is to:

- Treat you with respect, fairness, and honesty.
- Give you a voice. We will encourage you to question the way we do things, and we will empower you to speak your mind.
- Understand your goals, insomuch as you are willing to share, and work to help you achieve them.
- Support your growth, promote you, and provide opportunities to expand your network and foster your professional identity.
- Appreciate, recognize, and reward your contributions and wins.
- Make time to have fun and celebrate success.
- Foster an environment that encourages you to share your concerns, no matter how small they might seem.

## Your promise to Highwood is to:

- Treat others with respect, value their contributions, and lift them up, even when they fail. You never know how others might be struggling.
- Be patient with yourself. We work on unsolved challenges. We expect mistakes and see them as learning opportunities.
- Strive to continually learn and grow professionally and personally, regardless of where you started and where you might end up.
- Embrace innovation and change – there is no destination.
- Do your best – only you know what that means. Set boundaries and respect them. Take a break when you need it.